SECRET Security Information 1 3 AUG 1953 CONFIDENTIAL

MEMORANDUM FOR:	CHIEF, WESTERN HENTSPHERE DIVISION
SUBJECT:	Training of PP Personnel, WH Division
REFERENCES:	(a)

(b)

ATTACHMENT:

- (A) PP Personnel Training Records: WH Division
- 1. In order that training plans may be made in accordance with references (a) and (b), well in advance in the case of individuals for whom promotion or field assignment is contemplated, or who for other reasons merit priority of consideration, it is believed that your Division will wish to maintain records of the training already taken by its members.
- 2. A basis for such records is provided herewith as attachment (A), listing names obtained from the Career Service Branch of PP Staff and data from files of the Registrar, Office of Training.
- 3. The most important courses are listed under the heading "Abbreviations" in attachment (A). Courses whose names are not abbreviated consist usually of a few hours or a few days of orientation, as for example the Agency Orientation: four half-days of lectures on the overt functions of CTA. Such courses do not apply toward the standards set out in reference (b).

HANS V. TOFTE Chief, PP/OPS

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NO CHANGE

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